

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: **Municipal Clerk**

AGENDA DATE: **04/05/05**

CONTACT PERSON/PHONE: **Municipal Clerk, Richarda Duffy Momsen, (915) 541-4217**

DISTRICT(S) AFFECTED: **N/A**

SUBJECT:

APPROVE: Provisional/Temporary Appointments for Clerk Typist II

BACKGROUND / DISCUSSION:

Provisional/Temporary Appointments - I am requesting two Clerk Typist IIs to fill two vacancies due to a staffing shortage in the Court Administration Section of Municipal Court created by a temporary promotion within the department and a promotion outside the department . Currently there is no eligibility list for Clerk Typist II.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Already budgeted for FY/05
Fund Source: 11010011-502001-01101

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

*******REQUIRED AUTHORIZATION*******

LEGAL: (if required) _____

FINANCE: (if required) _____

OTHER: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

JOE WARDY
MAYOR
JOYCE WILSON
CITY MANAGER



CITY COUNCIL

SUSAN AUSTIN
DISTRICT NO. 1

ROBERT A. CUSHING, JR.
DISTRICT NO. 2

JOSE ALEXANDRO LOZANO
DISTRICT NO. 3

JOHN F. COOK
DISTRICT NO. 4

PAUL J. ESCOBAR
DISTRICT NO. 6

VIVIAN ROJAS
DISTRICT NO. 7

ANTHONY W. COBOS
DISTRICT NO. 8

O.K.-OMB
DATE: 3-14-05

TO: Terry Bond, Director of Human Resources
FROM: Richarda Duffy Momsen, Municipal Clerk
SUBJECT: Request for Two Temporary Clerk Typist II
DATE: March 9, 2005

MAR 10 '05 PM 4:44

(Temp) I am requesting approval to hire two temporary employees to fill two Clerk Typist II vacancies due to a staffing shortage in the Court Administration section of Municipal Court. One incumbent was temporarily promoted to Deputy I and the other accepted a promotion with the El Paso Water Utilities Public Service Board Department. The Human Resources list for eligible Clerk Typist IIs has expired.

I am concerned about our ability to staff the public service counter and answer telephone calls from the public as well as the creation of a backlog in the filing and retrieval of tickets. Approximately 7,500 citations are set per month for a court hearing. These tickets must be retrieved for the preparation of the charging instrument. After the hearing they must be re-filed. If tickets cannot be found, the citation is subsequently dismissed in Court. This position is assigned to work at the public service counter, man the switchboard, retrieve tickets that have been set for a court hearing, file and sort tickets after the court and arraignment hearings and prepare tickets for cases set at arraignment.

Thank you for your consideration of this request.

Fund: 01101
Department: 11010011
Account: 50101T 502001

Cc: Joyce Wilson, City Manager

RECEIVED

MAR 10 2005

HUMAN RESOURCES DEPT
ADMINISTRATION

Note:
(Nvae isa (temp) appt.
and the other isa (provisional) appt. - 5/15/05
Does dept have Funds?